

Contact HR Consultant for CV No: 341707

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**OBJECTIVE**

To seek a challenging position in a dynamic organization that welcomes initiative and dedication and demands excellence in consistently meeting business objectives and exceeding standards.

**PROFESSIONAL EXPERIENCE**

**Jumbo Line Shipping Agency LLC**

*November 2009 - Present*

Deira, Dubai

**Shipping / STS Coordinator**

Responsibilities:

* Primarily responsible for organizing the operation as regards to the equipment to be use and also communication to all parties before engagement and during the actual operation to finalization of documents.
* Give support to the Shipping manager in his duties and liaise with the Port, Port Operations and all concerned parties concerned with the vessel whilst under our agency or contract in his absence.
* Follow up with workshops or service providers regarding repairs & maintenance issues pertaining to the vessel as organized by the shipping manager.
* Maintaining documented correspondence where required and pass accurate records of completed duties back to the HOD in a timely manner to allow for quick and accurate invoicing.
* Coordinating with the Port Officials for the vessel arrival
* Informing and updating all concerned consignees regarding the arrival of vessel.
* Arranging cranes launch hire, provisions, deck store, charts, and ship - repair.
* Sends arrival and departure report of the vessel to the shipper

**Multicerv Insurance and Outsourcing**

*May 2009 –September 2009*

Sheik Zayed Road, Dubai

**Operations Supervisor**

Responsibilities:

* Conducting survey and quotation for the client removal and relocation requirements
* Arranging costing for the materials and other expenses for the operations
* Monitoring the packing and moving operation
* Preparing monthly and weekly report of packing and moving operation
* Responsible for the tracking and monitoring of the operations.
* Reservation of truck for deliveries and pickup
* Coordinating with our business partners for other concerns
* Answering all queries by phone and email regarding the packing and moving operation
* Communicates with internal management and subcontractors for supply requirements
* Arranging / Filing all important documents.

**BOSPHORUS SHIPPING INTERNATIONAL LLC**

*June 2008 – May 2009*

Jebel Ali Free Zone, Dubai

**Shipping / Logistics Coordinator**

Responsibilities:

* Coordinating with the Port Officials for the vessel arrival.
* Requesting gang from General Cargo to unload the cargoes in the vessel.
* Informing and updating all concerned consignees regarding the arrival of vessel.
* Issuing Delivery order for custom clearance.
* Arranging cranes launch hire, provisions, deck store, charts, underwater inspection, and ship - repair.
* Sends arrival and departure report of the vessel to the shipper.
* Updating the daily discharged report and sends it to the shipper.
* Prepares short landing certificate if in any case needed.
* Coordinating with the insurance company and owner if there are short

landed cargoes in order to settle the matter.

* Arranging/Filing all important documents.
* Answering all queries by phone and email regarding the shipment

Company: **The Astra Group, Inc. -** San Juan, Metro Manila Philippines

Position: **Logistics Coordinator,** *April 2005 – May 2008*

Responsibilities:

* Provides effective and timely logistics management (security, procurement, premises, stores and fleet management and communications) to programmes.
* Responsible for the tracking and monitoring of deliveries.
* Enter and monitor trouble tickets as required to track logistics issues
* Ensure that merchandise of the correct specification and quantity is provided for all events
* Receiving and dispatching of orders for deliveries.
* Forecast merchandise requirements.
* Pre alert to other station whether there are items for pullout or for return to/from warehouse.
* Making route of delivery trucks: schedule equipment assets so as to minimize transportation costs while ensuring availability and customer satisfaction.
* Reservation of truck for deliveries and pickup.
* Maintain positive control of all asset tagged course merchandise.
* Checks Delivery Receipt.
* Monitors shipping and inventory control.
* Transmitting Monthly Report of deliveries.
* Generation of Crystal Reports.

Position: **Logistics Dispatcher / Team Leader,** *April 2004 – April 2008*

Responsibilities:

* Route delivery vehicles for effective delivery and pick-ups.
* Ensures effective utilization of time and resources.
* Monitor vehicle maintenance.
* Monitors loading of merchandise for delivery
* Communicates with internal management and subcontractors for supply requirements.

Position: **Delivery / Driver**, *August 2003 – April 2004*

Responsibilities:

* Maintains complete record of truck maintenance, delivery schedules and customer issues and location notes to inform management of delivery operations.
* Monitors delivery truck performance, performs routine maintenance, handles accounts and does necessary paperwork.
* Checks in invoiced orders with customers in a friendly courteous manner.
* Accounts for all invoices of merchandise delivered and account for merchandise returned.
* Ensures that delivery logs are completed as required.
* Ensures truck check-in procedures are followed daily.

Company: **PSI Corporation** - Bicutan, Taguig, Metro Manila Philippines Position: **Machine Operator,** *April – July 2001*

Responsibilities:

* Building IC chips and memory for electronic devices
* Operates molding machine for a semiconductor company

Company: **Wyeth Philippines** - Pasong Tamo, Makati, Philippines

Position: **Presentation Designer,** *January – April 2000*

Responsibilities:

* Generates slide show presentations
* Coordinates with team members to produce creative designs

**EDUCATIONAL ATTAINMENT**

**Diploma in Computer System Design and Programming**

AMA Computer Learning Center (1997-1999)

Alabang, Muntinlupa Philippines

**WORK-RELATED SKILLS**

* MS Office Package: Word, Excel, PowerPoint, Outlook
* BMC Service Software (for Crystal Report Generation)
* Basic knowledge in FoxPro
* Extensive knowledge in word processing, spreadsheet and database applications.
* Advanced computer hardware troubleshooting.
* Excellent oral and written communications skills as well as organizational skills.
* Ability to work under pressure, multitask and deal with confliciting deadlines.
* Organized, self-starter, motivated and dilligent.
* Good team player.
* Driving skills: expert (more than 10 years experience)

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| **PERSONAL DATA** |  |  |
| Birthday | : | July 2, 1979 |
| Marital Status | : | Married |
| No. of Dependents | : | One (1) |